DEPARTMENT OF MANAGEMENT AND BUDGET
EMPLOYEE SPECIAL PAY REPORT

EMPLOYEE NAME	PAY PERIOD ENDING DATE	DEPARTMENT/AGENCY	TIMEKEEPING (TKU) NUMBER	SOCIAL SECURITY NUMBER

DAY/DATE	ENTER 1ST SPECIAL → PAY CODE		ENTER 2ND SPECIAL → PAY CODE		ENTER 3RD SPECIAL → PAY CODE	
SUN						
MON						
TUES						
WED						
THUR						
FRI						
SAT						
WEEKLY TOTAL						
SUN						
MON						
TUES						
WED						
THUR						
FRI						
SAT						
WEEKLY TOTAL						
PAY PERIOD TOTAL						

THE ENTRIES ON THIS REPORT ARE TO THE BEST OF MY KNOWLEDGE COMPLETE AND TRUE

EMPLOYEE SIGNATURE	DATE

I HAVE REVIEWED THIS REPORT FOR CORRECTNESS AND HAVE INITIALED MY APPROVAL AS NECESSARY

SUPERVISOR'S CERTIFICATION	DATE

INSTRUCTIONS – COMPLETE IN INK

1. Enters in the appropriate space the following:
   A. Employee Name
   B. Pay Period Ending Date
   C. Department/Agency Name
   D. Timekeeping (TKU) Number
   E. Social Security Number

2. Enters Special Pay Code (listed below) in the appropriate space.

STRUCTURAL DUTY HAZARD	P
OUT OF STATE INSURANCE EXAMINER	R
OUT STATE AUDITOR - OTHER	C

3. Enters the date with the applicable day (optional).

4. Enters the hours worked in whole numbers and tenths for each Special Pay Code and day.

5. Totals the hours for each Special Pay Code at the end of a week and enters in the **WEEKLY TOTAL** space.

6. Totals the hours for each Special Pay Code at the end of a pay period and enters in the **PAY PERIOD TOTAL** space.

7. Enters signature and date in the **EMPLOYEE SIGNATURE** and **DATE** spaces.

8. Obtains supervisor's certification and date.

9. Attaches to the **EMPLOYEE TIME AND ATTENDANCE REPORT** A-424 and submits to the Time keeper.

NOTE: The hours entered on this report must also be included in REGULAR HOURS on the EMPLOYEE TIME AND ATTENDANCE REPORT A-424.